

## Section 6 Requesting State Mobilization

### 2005 Mobilization Plan

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#### Authority to Request State Fire Resources Mobilization

The Fire Chief of the local fire protection jurisdiction has the authority to request state fire services resource Mobilization:

The request shall be processed as specified in the Regional Plans.

**Question:** *Can an Incident Commander of an Incident Management Team make a request for Mobilization if acting under a signed delegation of authority?*

**Answer:** *No, the Incident Commander would still need to work with the Fire Chief of the local fire protection district to make this decision.*

#### Conditions for Requesting State Fire Resources Mobilization

State mobilization can be requested when a local fire jurisdiction has expanded or will expend all available:

- Local resources
- Mutual aid resources

When attempting to manage fires, disasters or other events that jeopardize the ability to provide for the protection of life and property.

Provided that:

- The fires, disaster or other event is within a local jurisdiction boundary, or
- Imminently threatening the jurisdiction, and
  - Identified trigger points are (see definitions section) established and reached

Regional Fire Defense Plans shall provide for incident and resource situation and status tracking to assure that the Regional Fire Resource Coordinator is aware of developing situations.

**Question:** *If a fire is burning on lands protected by the Department of Natural Resources or a federally protected property can Mobilization be requested?*

**Answer:** *No, not unless the fire is threatening a local fire jurisdiction. Mobilization could only be authorized once the local jurisdiction's resources are expended and other pre-identified trigger points are met.*

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#### When Request May Be Denied

Request for Mobilization may be denied if the Chief of the Washington State Patrol, in consultation with the State Fire Marshal or Regional Coordinator or Chair of the Fire Defense Committee, determines:

1. The local fire chief has not exhausted local resources and those of mutual aid agreement agencies; or,
2. There is no immediate threat to life and property;
3. The fire, disaster or other event is of a nature that the resources provided by implementation of the Plan could not be used or would be ineffective in mitigating the situation.

#### Unprotected Areas

State fire resources mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority (i.e., unprotected areas, sometimes referred to as “No Man’s Lands”) or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in confining a threatening fire or other hazard outside its exposed jurisdictional area.

#### Proactive Implementation of State Fire Resources Mobilization

Planned or emerging events may result in an emergency or disaster situation that could exceed the capabilities of local and mutual aid resources, thus requiring state mobilization. Proactive mobilization may be used to provide resources that increase the fire service capability necessary to meeting the management and control objectives for the event. In a proactive mobilization request, the same process should be used as in a normal mobilization request. Conditions for approval may be imposed.

Information that may be requested for a proactive mobilization would include:

- Credible threat assessments – intelligence information
- Forecasted severe weather or other natural event
- Known lack of available resources and personnel
- Reimbursement of host jurisdiction costs may not be reimbursed

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Responsible Party	Step	Cause/Action
<b>Local Fire Chief</b>	<b>1</b>	Fire, disaster, or other event that jeopardizes the ability of the jurisdiction and/or region to provide for the protection of life and property.
	<b>2</b>	Local and mutual aid resources have or will be expended.
	<b>3</b>	Contacts Regional Coordinator.
<b>Regional Coordinator</b>	<b>4</b>	Contacts Local Fire Chief, decision made based upon local and regional resources and status of incident to request Mobilization.
	<b>5</b>	Request Completed and faxed to State EOC.
	<b>11</b>	If authorized or denied, notifies the local fire chief.
<b>State EOC</b>	<b>6</b>	Receives the Mobilization Request – ensures that Regional Coordinator has been involved in process and notifies the WSP Liaison or designee.
<b>WSP Mobilization Coordinator</b>	<b>7</b>	Contact the Regional Coordinator to verify the request, current situation, and resources requested. A determination of what type of Incident Management Team is needed.
	<b>9</b>	If authorized, or denied, notify Regional Coordinator of decision.
	<b>10</b>	Call for a response team to State EOC, and staff to field.
<b>Chief of the Washington State Patrol</b>	<b>8</b>	Decision made in consultation with Governor's Chief of Staff.
<b>WSP EOC Response</b>	<b>12</b>	Will request resources closest to the incident.
<b>WSP Field Response</b>	<b>13</b>	Will issue resource order numbers for initial attack resources and assist the Local Fire Chief and incoming Incident Management Team as needed.



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The Plan was implemented to provide a mechanism and a procedure for reimbursement to state agencies and local firefighting jurisdictions that respond to help others in time of need or to a host fire district that experiences expenses beyond the resources of the fire jurisdiction while protecting lives, homes and property.

The success of the Plan is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Coordinators, and the involved state agencies having a clear understanding of the Plan and local Regional Plans.

The local jurisdiction should maintain or provide:

- List of available resources,
- Copy of the Washington State Fire Services Resource Mobilization Plan,
- Contact procedures for the Regional Fire Resource Coordinator,
- Decision mechanism for sending resources, and
- Appropriate personal protective equipment.

#### Local Fire Chief

Upon determining that there is a fire, disaster, or other event and:

- All available local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property; and
- Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required; then
- Upon determining state fire services resource mobilization is necessary, make the request as specified in the Regional Plan, providing enough information to complete a Mobilization Request Form (**See Forms – Appendix M.**)

**Mobilization cannot pay for those resources ordered or utilized before the Mobilization is authorized.**

## Mobilization Approved – Preparation for receiving resources

### Communications

- Obtain all information on frequencies in use on the incident by all participating agencies.
- Obtain a list of all pertinent telephone numbers (land line, cellular and satellite) in use at the incident.

### Resource Support

Provide necessary and appropriate support for incoming state mobilization resources.

- ❑ Operations Support (provide as many as possible):
  - ❑ Incident check-in
  - ❑ Staging personnel
  - ❑ Resource Tracking – ability to track initial attack personnel / equipment
  - ❑ Guides, maps, etc. as required
- ❑ Logistics Support (provide as many as possible):
  - ❑ Food
  - ❑ Shelter
  - ❑ Fuel
  - ❑ Emergency Public Information

Other support resources:

- County or city Department of Emergency Management
- State Emergency Management Division
- Department of Natural Resources

**Question:** *Now that I've requested Mobilization, what should I do first?*

**Answer:** *Assign someone who is detail orientated to complete the above task. When establishing a Base Area, it needs to be of sufficient size to hold no less than 200 persons and equipment. Have directions and phone numbers if available. Think of places like schools, State Parks, and fairgrounds, not wide spots in the road.*

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**Question:** *The Plan states units will be self sufficient for 24 hours; however, the initial attack resources need food and water until the mobilization units arrive. Can I feed the initial attack personnel?*

**Answer:** *Yes, it is best to find a restaurant, store, or deli that can prepare sack lunches for personnel currently on the line. By utilizing local resources you can obtain the food sooner. Prior to ordering the food, call the State EOC for a resource order number.*

#### Resource Tracking of Initial Attack Resources

The host jurisdiction is responsible for maintaining a tracking system, from the beginning of the incident, for all local and mutual aid resources.

Utilize ICS Form 201, Incident Briefing Form. Provide the completed ICS 201 form to the Mobilization Incident Commander (**See Forms – Appendix M.**)

The WSP field staff will need this information and will issue resource order numbers to the initial attack personnel and equipment.

**Question:** *What information is needed?*

**Answer:** *Local resources will need to be tracked by Engine # or Personnel position, Engine or Tender Type, with department and personnel names assigned to each.*

Resource Number	Engine # Personnel Position	Engine - Tender Type	Department	Personnel
	# 34	Engine - 1	Douglas # 2	Smith, John
				Jones, Gary
				Paulson, Peter
	# 45	Engine - 3	Douglas # 6	Wright, Tom
				Wright, Barbara
	# 45 A	Tender - 2	Douglas # 6	Smith, Joe
	I/C		Chelan # 4	Hanford, Bob

### **Mobilization Approved – Jurisdictions Providing Resources**

After mobilization is approved, the resources that will be utilized at the incident need to meet the following minimum requirements:

- **Time Commitment**

Every attempt will be made to release initial attack resources within 72 hours.

Mobilization assignment may be up to 14 days inclusive of travel.

Notice (minimum of 24 hours) of the intended crew change must be provided to the Incident Commander and approved.

Crew Changes must be coordinated to occur during unassigned incident time.  
Note: there are limitations on the reimbursement of costs incurred in making crew changes (**See Personnel – Crew Change; Section 14.**)

- **Other Agency Requests for Fire Resources**

Resources ordered by an outside agency (e.g., DNR or USDA Forest Service) may not “switch” to state mobilization status if the incident later requires state mobilization resources.

- **Personnel**

Mobilized personnel must be:

Minimum of 18 years old;

Trained, qualified, and experienced in the positions for which they are mobilized;

Fully equipped with required personal protective equipment (PPE) and safety equipment; and

Physically conditioned and fit to perform the tasks assigned.

- **Apparatus**

Appropriate and serviceable units:

Utilize Forest Service Optional Form 296 Vehicle/Heavy Equipment Safety Inspection Checklist as a guide.

Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time.



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#### **Private Contract Fire Resources**

Private contract fire resources may enter into an agreement with a local fire protection jurisdiction and under the terms and conditions of that agreement, become a resource of that jurisdiction. These private contract resources may then be mobilized as fire protection jurisdiction resources.

In such a case, the contracted resource is seen and identified as a resource from the local fire protection jurisdiction. The Plan governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

#### **Public Agency Resources**

State mobilization may enter into a contract with any Washington public agency to provide critical resources in support of mobilization when those resources are not available from fire service agencies.

When entering into a contract all requirements, benefits and guidelines of the Plan apply the same as a fire service agency. This would include rates of pay, compensable hours, backfill and mileage rates, etc.

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## Section 8

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#### Regional Coordinator:

- Maintain current Regional Fire Resource Lists
- Serve as point of contact for the Region
- Provide 24 hour point of contact for resource requests
- Know local jurisdiction roles and responsibilities.
- Develop and maintain a Regional Fire Defense Plan approved by the State Fire Defense Committee. Each regional plan must:
  - Meet the basic requirements for a Regional Fire Defense Plan as prescribed by the State Fire Defense Committee (**See Regional Fire Defense Plan Review and Update Schedule – Appendix F.**)
  - Be compatible with the local mutual aid nets and other interagency or inter-local agreements for fire resource response.
  - Provide a communications plan for utilization within the region compatible with the state communications plan to ensure communications interoperability in the event of an in-region mobilization.
- Know how to contact the Washington State Military Department, Emergency Management Division, and be able to relay the necessary incident information for making a mobilization request. Utilize the Mobilization Request Form (**See Forms - Appendix M.**)

#### Host Region

The Regional Coordinator will:

- Consult with the Fire Chief to determine the status of the incident.
  - Status (size up.)
  - Duration or potential duration.
  - Complexity.
  - Special hazards.
  - Trigger Points (established ~ met.)
- Identify resources needed.
  - Type.
  - Number.
  - Reporting location and time.
  - Application.
- Assist in submitting the request for Mobilization.
- Assist the Office of State Marshal.
  - Staging.
  - Check-in.
  - Locating or scouting.
  - Assist in identifying initial attack resources.
  - Assist in writing Delegation of Authority.

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#### Responding Regions: Regional Fire Resource Coordinator

- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the WSP, Fire Protection Bureau within 1 hour that resources ordered can or cannot be filled.
- Provide responding resources with the assigned resource request numbers.
  - To be eligible for cost reimbursement, a responding jurisdiction must obtain the resource request numbers prior to responding.
- Ensure resources assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.

Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay.

Note: Resources either not assembled or enroute within a reasonable amount of time as determined by the Mobilization Supervisor at the State EOC in consultation with the Regional Coordinator, may be cancelled or re-assigned. Resources cancelled under these circumstances will not be eligible for reimbursement.

- Ensure that the Strike/Task Force Team Leader has received a completed Mobilization Manifest Form (**See Forms – Appendix M**) from units within the group, and faxed a copy to the State EOC prior to departure.
  - Two copies of this multi-part form will be used for incident check-in.
- Resources dispatched to incident(s) as initial attack, secondary response, or mutual aid must be tracked by the Region.
- Provide input for the after-action report.



## **Section 9**

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#### **Washington State Patrol, Fire Protection Bureau**

The State Fire Marshal is responsible to:

- Serve as the state fire resources coordinator when the Plan is enacted:
- Notify the Chief of the Washington State Patrol for approval of mobilization request:
- Assign a Mobilization Incident Commander to each state mobilization incident:
- Confirm with the host Regional Coordinator(s) that mobilization has been authorized:
- Promote the use of Incident Command System (ICS). The state of Washington has adopted the National Incident Management System (NIMS) for all situations where emergency mobilization is needed:
- Maintain resource coordination, tracking, incident timekeeping, verification, and other related fire resource allocation:
  - Obtain/confirm the current commitment of fire resources from the host region(s) to the incident:
  - Secure a commitment of resources from the nearest non-affected regions, utilizing the principle of “closest resources” should be adhered to insofar as possible:
  - Notify the requesting Regional Coordinator of the resources ordered and responding:
- Serve as the liaison to the Washington Emergency Management for the Washington Fire Service:
- Serve as the liaison with state and federal fire protection agencies, including Washington Department of Natural Resources, U.S. Forest Service, Bureau of Land Management, National Parks Service, U.S. Fish and Wildlife, and Bureau of Indian Affairs:



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#### **Washington State Military Department, Emergency Management Division**

- Receive notice of the incident, the mobilization request with required supporting information (**Using Mobilization Request Form – Appendix M**) from the host Fire Chief/designee or Regional Coordinator, and provide the information to the WSP Mobilization Coordinator:
- Activate the State EOC as appropriate; notify other state agencies as necessary, of the incident:
- Assist the Washington State Patrol, Fire Protection Bureau in locating resources and logistical needs.

#### **Washington State Department of Natural Resource**

The Washington State Department of Natural Resources (DNR), is charged to protect forest lands and state trust lands. Due to the intermingling of urban and forest areas, the DNR participates in mutual aid with many fire districts. The DNR is available to assist with regular forces during initial attack.

Through the Plan, the DNR is capable of mobilizing a substantial response that includes communications equipment, kitchens, and air support. DNR is responsible for dispatching of the five Washington Interagency Incident Management Teams.

#### **United State Forest Service (USFS)**

The U.S. Forest Service is responsible for protecting forest lands under federal management. Due to the intermingling of urban and forest areas, the U.S. Forest Service participates in mutual aid with many fire districts.

#### **Bureau of Land Management (BLM)**

The U.S. Bureau of Land Management protects federal lands other than forest. The BLM provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

#### **Bureau of Indian Affairs (BIA)**

The U.S. Bureau of Indian Affairs protects Indian Reservation lands. The BIA provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

### Command and Control Objective

Establish responsibility for overall command and control of state mobilization resources. All incidents for which state fire resources mobilization is requested and authorized must be managed and operated using the NIMS (National Incident Management System) Incident Command System.

### Mobilization Incident Command

The State Fire Marshal shall assign a mobilization Incident Commander to each state mobilization incident. A state mobilization may be under the command of a:

- Washington State Type 2 Incident Management Team.
- National Type 1 Incident Management Team.
- Local Regional Type 3 Incident Management.
- Unified Command, local Incident Commander with a Type 1, 2, or 3 Incident Commander.

**Until a Delegation of Authority is enacted, an incoming Incident Commander does not have the authority to assume command.**

### Delegation of Authority

A Delegation of Authority between the local jurisdiction(s) and the incoming Incident Management Team will be required.

The local jurisdiction is considered as the Agency Administrator, but does not have the legislative authority to spend state funds. This does not diminish the local jurisdictions' ability to set terms and conditions of an Incident Commander to protect life and property.

A Delegation of Authority is a written transfer of authority vesting the Incident Commander with the control and management of the incident in accordance with terms and conditions established by the delegating local jurisdiction and State Fire Marshal.

A Delegation of Authority defines the scope of authority granted to the Mobilization IC and the relationship with the local IC or local/region Incident Management Team and may specify a unified command.

By statutory provision:

Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan. **(RCW 43.43.961(4)).**

The Mobilization IC will work in cooperation with the authorities of the local jurisdiction(s) to ensure that local policy, as established by the local agency administrator(s), and priorities for

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control are complied with insofar as possible. (For a model Delegation of Authority, **See Delegation of Authority Appendix D or Sample Delegation Form – Appendix M.**)

The Delegation of Authority, once signed, shall be faxed to the State EOC at (253) 512-7234.  
**Roles and Responsibilities of the Mobilization Incident Commander**

The paramount responsibility of the Incident Commander is to ensure that state mobilization resources are matched to incident requirements (i.e., that state mobilization resources are deployed and utilized in keeping with their training, experience and abilities) under the direction of qualified command, thereby ensuring effective and safe operations.

The Incident Commander has the authority to assign, reassign, and demobilize resources in keeping with this mandate.

In support of these responsibilities, the MIC:

- Fills the Mobilization Overhead Team, as deemed necessary:
- Joins unified incident/area command as the Incident Commander for all state mobilization resources:
- May assume overall incident command responsibility and authority under a Delegation of Authority, in which event the Incident Commander:
  - Works in cooperation with the authorities of the local jurisdiction(s) to assure that local fire policy and priorities for control are complied with insofar as possible:
  - Establishes incident/area priorities and objectives:
  - Determines strategies:
- Provides coordination and communication between local jurisdiction(s), State Fire Marshal's Office and the incident:
- Ensures that state mobilization resources are matched to incident requirements:
- Orders, assigns, and demobilizes state mobilization resources as necessary to support incident objectives:
- Coordinates and supports the Area Command Authority if established:
- Collaborates with the Regional Coordinator on critical issues concerning fire resources:
- Interfaces with multi-agency command at the incident:
- Directs the Planning Section to provide the demobilization lists to the designated dispatch center prior to the Incident Management Team's departure from the incident:
- Provides input for the after-action report to the State Fire Marshal's Office;
- Ensures that the origin and cause of the fire is determined, and if found to be other than of natural cause, ensures that the cause of the fire is fully investigated by the jurisdiction having authority.



### **Area Command**

When several incidents are on-going simultaneously, there may be a need for a mobilization Area Command. The State Fire Marshal as the statutory Resource Coordinator can establish a Mobilization Area Command to prioritize mobilized resources.

If a non-mobilization multi-agency Area Command is established, the State Fire Marshal's Office will continue to dispatch, track and reimburse mobilized resources for Mobilization events.

### **Training Assignments**

In recognition of the requirement for training and the need to qualify additional personnel for future Incident Management Team assignments (as alternates, additions, or replacements), personnel may be mobilized by the State Fire Marshal's Office. Trainees will be assigned from an established list of qualified Washington Fire Service personnel.

### **Air Operations Procedures**

Air operations (attack, observation, and support) at all state mobilization incidents shall conform to the rules and procedures for air operations as adopted by the Washington State Department of Natural Resources.

### **Logistical Support**

The Mobilization Incident Commander has the authority to procure the logistical support required to sustain the resources mobilized under state mobilization.

### **Contracts**

For the efficient and expeditious acquisition of required resources of any kind, the Incident Commander or Finance Section Chief may authorize emergency contracts with vendors.

Other vendor contracts will need prior approval of the State Fire Marshal's Office. This process minimizes the potential for error or delay in obtaining critical resources or paying costs. This provision shall not be used to circumvent the prescribed usual resource acquisition process.

### **Ground Support Unit**

A Ground Support Unit shall be established for the initial support of state mobilization resources.

## **Communications**

Communication links are vital and must be ensured (**See Communications – Appendix L.**)

- The VHF radio spectrum will be primary on state fire mobilization incidents.
- All state mobilization resources must bring a programmable VHF radio or obtain one from the incident prior to deployment.
- All units of a strike team/task force and leader must have common communications other than REDNET (153.830 mHz) or OSCCR (156.135 mHz), unless otherwise specified in the Incident Communications Plan.